



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 15-008A  
TRAINEE LEVEL**

**REF: VACANCY ANNOUNCEMENT NUMBER: 15-008**

**OPEN TO:** All Interested Candidates

**POSITION:** Librarian-Serials (Trainee level), FSN-5005-06, LC/DLA-069 (T)  
(Personal Services Agreement)

**OPENING DATE:** February 04, 2015

**CLOSING DATE:** February 18, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-08  
Ordinarily Resident (OR) - Grade: FSN-06\*  
\*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Librarian-Serials in the Library of Congress Office.

**NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NO 15-008 NEED NOT REAPPLY.**

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

## **BASIC FUNCTIONS OF THE POSITION**

The Serials Division is responsible for the (a) accurate and timely processing and distribution of all serial publications (including newspapers and gazettes) in all languages of South Asia for LOC and 46 American libraries who participate in the South Asian Cooperative Acquisitions Program (SACAP); (b) identification, acquisition and selection recommendations of new serial titles; (c) verification and approval of invoices for receipts; and (d) control of serial receipts from the South Asia region, which includes Bangladesh, Bhutan, India, the Maldives, Nepal, Sri Lanka, newspapers from Mongolia and Tibetan serial publications.

***As a Trainee Level, the incumbent will work under the close guidance of the Chief of the Serials Division and learn to perform duties, though not limited to the following:***

### **Receiving, Processing and Binding of Serial publications:**

- Learn to control of receipts of incoming serials in more than 24 languages, using multiple scripts and calendar systems by accurately inputting these receipts to Serials Control and Information Management System (SCIMS).
- Learn to maintain integrity of data in SCIMS by immediately updating subscription information relating to recipients; receipt format; shipping methods.
- Learn to review and process serial orders as well as cancellations. Ensure that subscriptions are current and accurate by monitoring and recording South Asian Cooperative Acquisitions Program (SACAP) participants' new serial title requests and cancellations of current subscriptions.
- Learn to interact with binding contractors to enforce monthly schedule of pick-up and delivery, ensuring constant flow of serials to LOC-Washington and SACAP participants.
- Learn to monitor performance of vendors, Bibliographic and Country Representatives by maintaining records on claimed issues for their titles; invoicing errors; instances of repeated non-compliance.
- Learn to assist other Serials Librarians and colleagues in Acquisitions and Cataloging Divisions in their preparation for acquisitions trips by updating source forms in SCIMS with information about missing issues of serials.
- Learn to capture and maintain statistics as required on a daily, weekly, or monthly or quarterly basis, relating to number of pieces received and entered into SCIMS, data entries, number of invoices cleared and number of items in each invoice.

### **Service provider to LOC-Washington and SACAP participants:**

- Learn to maintain regular contact with SACAP participants and LOC-Washington Area Specialists, the Law Library, various Custodial and Reference Divisions in all matters concerning newspaper, gazette and serial acquisitions and payments.
- Learn to prepare serial updates, notifying LOC and SACAP of all changes including changes in publishing status (ceased or suspended), new titles, frequency changes, and titles available online or in CD formats only and unavailability of issues.
- Learn to answer questions relating to SCIMS from Country Representatives and colleagues in other divisions in LOC-Delhi.
- Learn to prepare email circulars, writing bibliographic and review descriptions of new serials titles and distributing those circulars to LOC-Washington and SACAP participants via LOC-Delhi's SACAP website, using the Circular Management System, the office's response collection and compilation software (CMS).

### **Acquisitions:**

- Learn to review online and print sources to identify and acquire “in-scope” serial publications.
- Learn to establish and maintain contacts with sources of governmental and non-governmental organizations, civil societies, research institutions in art and culture, social sciences and sciences by personal visits or through correspondence in order to acquire sensitive and hard to procure non-commercial publications.
- Accompanies Senior Serials and Acquisitions Librarians on local acquisitions trips, visiting known and potential sources to acquire publications and nurture contacts for exchange and gift agreements. Identify new sources and publications to be acquired.
- Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov).

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered)**

1. Successful completion of three years of College degree in either of these disciplines is required: Science or Commerce or Humanities.
2. Two years of work experience in a library or a publisher or book environment out of which six months of experience in data entry is required.
3. Level III (Good working knowledge) in English and Level IV (Fluency) in Hindi and Level II (Limited knowledge) in Bengali/Malayalam/Punjabi/Tamil/Telugu(Speaking/Reading/Writing). **(When applying for the position, please indicate your level of proficiency for these languages)**
4. Demonstrated experience using MS Office applications like MS Word, MS Excel and Internet based applications.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs and hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Please note: Must answer all the questions in DS-174 application form.

[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office (Recruitment Team)  
Shantipath, Chanakyapuri  
New Delhi 110 021  
**or**  
FAX: 2419-8056  
**or**  
E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

### **POINT OF CONTACT**

Telephone: 24198227/8369/8908

Please insert **15-008A** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers

- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

**CLOSING DATE FOR THIS POSITION: (February 18, 2015)**

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.